



2022 Personal Income Tax Return Checklist

Name(s) (please enter names of everyone that we are preparing a tax return for)

PLEASE COMPLETE THIS CHECKLIST AND FORWARD to KMSS, along with all the following information as soon as you believe that you have obtained the majority of your personal income tax information. If you have investments in mutual funds or partnerships, you may not receive the appropriate tax slips until after March 31, 2023, however, you do not have to wait until you receive these slips to forward all your other information. We would appreciate having all of your information in sooner rather than later.

KMSS has a portal system at kmss.ca/client-portal/. If you are not already registered and would like to utilize this secure service to provide your tax documents, please send an email to portals@kmss.ca

If the information required to complete your return is not delivered to our office before April 14, 2023, we cannot guarantee that your return will be filed with Canada Revenue Agency ("CRA") before the May 1, 2023 deadline.

General Information	Y	N	Please Provide	Comments
Change in address?	<input type="checkbox"/>	<input type="checkbox"/>	New address, date of move; province of residence December 31, 2022.	
Change in email addresses or phone numbers?	<input type="checkbox"/>	<input type="checkbox"/>	Updated email addresses and numbers.	
Additional dependants?	<input type="checkbox"/>	<input type="checkbox"/>	Name, birthdate, gender, social insurance number.	
Change in marital status?	<input type="checkbox"/>	<input type="checkbox"/>	Date married, common law, separated, divorced, or widowed.	
Spouse's income where KMSS does not prepare tax return?	<input type="checkbox"/>	<input type="checkbox"/>	Line 23600 of spouse's return.	
As a Canadian citizen, do you consent to allow the CRA to provide your name, address, and date of birth to Elections Canada?	<input type="checkbox"/>	<input type="checkbox"/>		
Change to bank account that you would like your tax refund deposited to?	<input type="checkbox"/>	<input type="checkbox"/>	Void cheque or branch number, institution number and account number.	
Are there dates which you will be away and not available to be contacted?	<input type="checkbox"/>	<input type="checkbox"/>	Dates and times not available for contact.	
Foreign Income Verification	Y	N	Please Provide	Comments
Did you own or hold foreign property at any time in 2022 with a total combined cost of over \$100,000?	<input type="checkbox"/>	<input type="checkbox"/>	Provide a list including a description and cost. Refer to Appendix A for summary of foreign property.	

Income	Y	N	Please Provide	Comments
If you have any of the following items, please provide to KMSS. Note: T-slips and/or other tax information may be sent to you electronically by your financial institution or other organizations. Please forward or download and print the slips and enclose them with your personal income tax information package.				
Income information slips received? Any income, support and benefits received or repaid under COVID-19 relief programs?	<input type="checkbox"/>	<input type="checkbox"/>	Including T4, T4PS, T4A(OAS), T4A(P), T4A, T4RIF, T4RSP, T5, T3, T5013, T5008. Provide slips T4A or T4E for any COVID-19 relief received. If there were any COVID-19 relief payment amounts repaid or that will be repaid, please provide the amount of repayment and proof of repayment.	
Other employment income?	<input type="checkbox"/>	<input type="checkbox"/>	Summary of tips, odd jobs income, stock options, other.	
Sale of investments, including bitcoin or other cryptocurrency transactions?	<input type="checkbox"/>	<input type="checkbox"/>	Broker gain and loss report or information on the proceeds, original purchase price and any commissions or other expenses incurred. For mutual funds, ensure return of capital amounts are accounted for as a reduction of the original cost base.	
Business, rental or farm operations in year including any COVID-19 federal support for business, rental or other income received? This includes revenue from Uber, Airbnb and Vrbo.	<input type="checkbox"/>	<input type="checkbox"/>	Summary of all revenues and expenses for each operation. Note: if you only provide receipts, additional costs will be charged for summarizing the information. Details of any assets sold or purchased during the year. Sales generated via websites. Please identify the type of support received (CEWS, CERS, CRHP), provide the amounts received and the period to which they relate.	
Home office expenses or motor vehicle expenses related to business or farm operations?	<input type="checkbox"/>	<input type="checkbox"/>	Utilities, mortgage interest, property tax, insurance, repairs, percentage used for business. KM's driven for work and total KM's, fuel, oil, repairs, insurance, registration, details of vehicle additions/disposals, leasing costs, financing costs.	
Sale of principal residence, cottage, or other real property in 2022?	<input type="checkbox"/>	<input type="checkbox"/>	Proceeds on sale, original cost of property, renovations, and total costs to sell the property (realtor fees, legal fees).	
Change of property use (income to personal or personal to income)?	<input type="checkbox"/>	<input type="checkbox"/>	Details and date of change.	
Foreign income (including foreign investment, pension, business, and employment)?	<input type="checkbox"/>	<input type="checkbox"/>	Information to support foreign income and foreign taxes paid. Provide foreign tax return if one was prepared.	
Child and spousal support payments received?	<input type="checkbox"/>	<input type="checkbox"/>	Summary of support payments received. Also forward copy of agreement if new or changed.	
Did you receive any income which is subject to the tax on split income (TOSI) rules, including interest, dividends, or benefits from a private corporation, partnership, or trust in which a relative is a key party (in terms of ownership or involvement)?	<input type="checkbox"/>	<input type="checkbox"/>	Provide information if received.	

Any other income received (for example oil and gas royalties, other equities held personally) and related expenses?	<input type="checkbox"/>	<input type="checkbox"/>	Documents to support income and expenses including T101.	
Canada Revenue Agency is assessing significant penalties for unreported income. If you have become aware of any income that was not reported on a prior year tax return, including T-slips, please send the information to us immediately so we can request an adjustment to your return.				
Tax Credits/Deductions	Y	N	Please Provide	Comments
Medical expenses? (see https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4065/medical-expenses.html for listing of eligible expenses)	<input type="checkbox"/>	<input type="checkbox"/>	Medical receipts (prescription summary, insurance premiums, dental, vision, drug expenses, travel for medical). If a portion of medical costs were covered by insurance or a benefits plan, we will require your net out of pocket cost.	
Donations (charitable or political)?	<input type="checkbox"/>	<input type="checkbox"/>	Donation receipts.	
RRSP contributions?	<input type="checkbox"/>	<input type="checkbox"/>	RRSP slips for contributions during 2022 and the first 60 days of 2023.	
Professional fees including broker/management fees?	<input type="checkbox"/>	<input type="checkbox"/>	Receipts or statements for total fees paid to earn income.	
Interest paid on a loan to earn investment income?	<input type="checkbox"/>	<input type="checkbox"/>	Receipts or statements showing interest.	
Did you or any of your dependants attend a post-secondary institution, or write a professional exam during the year?	<input type="checkbox"/>	<input type="checkbox"/>	Signed T2202A, TL11A (foreign university) or receipt for professional exam fees.	
Student loan interest?	<input type="checkbox"/>	<input type="checkbox"/>	Statement of interest paid from the lending institution.	
Childcare expenses?	<input type="checkbox"/>	<input type="checkbox"/>	Receipts for childcare, including caregivers (provide SIN#), nursery schools and daycare centres, school supervision fees, day camps / sport schools, boarding schools, etc.	
Moving expenses?	<input type="checkbox"/>	<input type="checkbox"/>	Old address and new address. Receipts for moving costs and statement of adjustments for sale of house.	
Professional and union dues?	<input type="checkbox"/>	<input type="checkbox"/>	Receipts or support for amount paid.	
Employment expenses?	<input type="checkbox"/>	<input type="checkbox"/>	A declaration of condition of employment (T2200) signed by the employer and a listing of the expenses.	
Child and spousal support payments made?	<input type="checkbox"/>	<input type="checkbox"/>	Banking documents supporting payments made. Also forward copy of agreement if new or changed.	
First time home buyer?	<input type="checkbox"/>	<input type="checkbox"/>	Address and date of purchase.	
Adoption expenses?	<input type="checkbox"/>	<input type="checkbox"/>	Receipts or support for amount paid.	
Other credits: Teacher or early childhood education /Volunteer Firefighter/ Digital news subscriptions Northern Residents/ Northern Travel (Box 32 on T4)?	<input type="checkbox"/>	<input type="checkbox"/>	Receipts or support relating to the amount paid, time commitment or other support available.	
Are you or your dependants eligible for the disability tax credit?	<input type="checkbox"/>	<input type="checkbox"/>	T2201 completed by a doctor if not already filed with CRA.	
Home accessibility expenses?	<input type="checkbox"/>	<input type="checkbox"/>	Receipts for eligible expenses for a qualifying renovation. Please contact us for more details if necessary.	

Worked from home due to COVID-19 for more than 50% of the time for at least four consecutive weeks in 2022?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Please refer to Appendix B for details on the two methods available to calculate the deduction.</p> <p>For flat rate method – provide number of days worked from home.</p> <p>For detailed method – please provide T2200 or T2200S completed by employer, and deductible expenditures.</p>	
Do you or any of your dependants have mental or physical impairment that does not qualify for the disability amount?	<input type="checkbox"/>	<input type="checkbox"/>	Information regarding your specific situation such as who has the impairment and the nature of the impairment.	
NEW Underused Housing Tax	Y	N	Please Provide	Comments
<p>Do any of the following apply:</p> <p>You own residential property in Canada, including short-term or long-term rentals, and you are <u>not</u> a Canadian Citizen or permanent resident of Canada. Or You are a trustee of a trust that owns residential property in Canada, including short-term or long-term rentals, Or You are a partner of a partnership that owns residential property in Canada, including short-term or long-term rentals.</p>			<p>You may have to file the new Underused Housing Tax return and pay any corresponding tax.</p> <p>Please refer to Appendix C for details on the Underused Housing Tax.</p>	

US Tax Issues				
	Y	N	Please Provide	Comments
Are you or any family member US citizens or US green card holders?	<input type="checkbox"/>	<input type="checkbox"/>	Identify all family members that are US citizens or US green card holders.	
<p>Citizens of the United States living in Canada and US green card holders have tax compliance and financial reporting requirements that, if not met, could result in significant taxes, interest and/or penalties.</p> <p>US Citizenship</p> <p>Generally, you are a US citizen if:</p> <ul style="list-style-type: none"> You were born in the US, You underwent the legal process of naturalization to become a US citizen, or Both of your parents were born in the US <u>even if you were born in Canada</u>. <p>You could be a US citizen if:</p> <ul style="list-style-type: none"> You were born after December 23, 1952 and before November 14, 1986 and <ul style="list-style-type: none"> One of your parents is a US citizen, and That parent was physically present in the US for at least 10 years prior to your birth (at least 5 of which were after age 14). <p>You could be a US citizen if:</p> <ul style="list-style-type: none"> You were born on or after November 14, 1986 and <ul style="list-style-type: none"> One of your parents is a US citizen, and That parent was physically present in the US for at least 5 years prior to your birth (at least 2 of which were after age 14). <p>You could also be a US citizen under other criteria.</p> <p>The determination of US citizenship is complicated. If you require assistance to determine whether you are a US citizen, please contact us and we can refer you to an immigration lawyer.</p> <p>Connection to US</p> <p>If you have spent 183 days or more in the US in the last three years, using the formula: Number of days in the US in 2022 + 1/3 of the total days in the US in 2021 + 1/6 of the total days in the US in 2020, please contact us to ensure your US filing requirements have been considered.</p> <p>US Tax Return</p> <p>If a US federal and/or state return are filed, please provide a federal tax account transcript and if applicable a state Notice of Assessment. If those documents are not available, provide proof of payment or refund.</p> <p>You will require your social security number or individual tax identification number to request the required information.</p> <p>Note: A US tax return is not sufficient for CRA. Please ensure a Tax Account Transcript has been requested.</p> <p>To begin the process of obtaining the tax account transcript, go to https://www.irs.gov/individuals/get-transcript</p>				

Specified Foreign Property?

APPENDIX A

As a Canadian resident, you must report your specified foreign property and income on form T1135 if the cost base of **all** specified foreign property exceeds \$100,000 Canadian at any point during the year.

Failure to file any required foreign reporting forms with Canada Revenue Agency may result in significant penalties. These penalties range from \$25 per day (with a minimum \$100 penalty to a maximum of \$2,500) to as high as \$1,000 per month in cases of gross negligence (to a maximum of \$24,000) or even potentially 5% of the cost of the unreported assets.

Specified Foreign property includes:

- Funds held outside Canada (including a foreign bank account).
- Shares of a non-resident corporation (including shares on deposit with a Canadian broker).
- Digital currency.
- Tangible property located outside Canada, including real estate and equipment.
- Intangible property located outside Canada, such as patents, copyrights, trademarks, rights to royalties, or a share of a Canadian corporation on deposit with a foreign broker.
- A debt (such as a note, bond, or debenture) owed or issued by a non-resident.
- An interest in a mutual fund that is organized in a foreign jurisdiction.
- An interest in a non-resident trust.
- An interest in a partnership that owns or holds foreign property.
- An interest in, or a right with respect to, a non-resident entity.
- Your share of any interest in, or any right to, foreign property.

However, specified foreign property does not include:

- An interest in a registered retirement savings plan (RRSP), registered retirement income fund (RRIF), or a registered pension plan (RPP) that contains foreign property.
- Mutual funds registered in Canada that contain foreign investments.
- Property you used or held exclusively while carrying on your active business.
- Your personal-use property (including vacation property).

Please inform us if any of the following apply to you as you may be required to file an additional form:

- You (either alone or with related persons) held 10% or more of the shares of a non-resident corporation.
- You own shares of a non-resident corporation and that corporation is controlled by residents of Canada.
- You made any transfers or loans to a non-resident trust or to a non-resident corporation.
- You received any distributions from a non-resident trust, or you were indebted to a non-resident trust.

Reporting Requirements:

Each specified foreign property owned at any time during the year is required to be disclosed separately. For each specified foreign property held **at any time in 2022**, please provide the following information:

- Name/description of the property.
- The country in which the property is held.
- The maximum cost amount of the property during the year.
- Cost at the end of the year.
- Income/loss created from the property.
- Any gain/loss on the disposition of the property.

Canada Revenue Agency allows for special reporting when foreign securities are held in a Canadian registered security dealer account. Please contact your broker who should be able to provide the required information for the simplified special reporting. Please arrange authorization with your broker to discuss your accounts with KMSS.

If you have any questions or are unsure as to whether any property you own or have an interest in is considered foreign property, please contact us.

Working From Home Due To COVID-19?

APPENDIX B

As many individuals had to work from home in 2022 during the COVID-19 pandemic, a home office deduction may be available for employees who **worked more than 50% of the time from home for a period of at least four consecutive weeks in 2022.**

The deduction is calculated using one of two methods:

Option 1 – Temporary flat rate method

- Eligibility = ALL requirements must be met:
 - You must have been working from home due to COVID-19 for a period of at least four consecutive weeks.
 - More than 50% of the time while working from home the work was completed from your residence.
 - You did not receive any compensation from your employer for any home office expenses.
 - You are not claiming any employment expenses other than the home office expense.
- Information required: Number of days worked from home, to a maximum of 250 working days.
- Calculation: \$2 per day that was worked from home, to a maximum claim of \$500.

Option 2 – Detailed method

- Eligibility – ALL requirements must be met:
 - You must have been working from home due to COVID-19 for a period of at least four consecutive weeks.
 - More than 50% of the time while working from home the work was completed in your home office space **OR** the workspace was only used to earn employment income and used regularly for and continuously to meet clients or other people relating to your employment.
 - Expenses for the home office space were required to be paid by you and related directly to your work.
 - Expenses claimed have not been reimbursed by the employer.
- Information required:
 - A T2200S or T2200 form completed by your employer.
 - Home office square footage percentage - When determining the portion of your home that is used as a workspace, divide the square footage of your workspace by the total square footage of the finished areas of your home. If your workspace is a common area that is also used by the family, such as a dining room table, the claim must be limited to the period of time the space is used for work, so please provide the approximate time that it was used for business/employment purposes.
 - Period worked from home – please provide the period of time that you worked from home where all of the eligibility requirements were met (i.e., 6 months)
 - Deductible home expenses used for home office deduction – utilities, utility portion of condo fees, home internet access fees, repairs and maintenance, rent paid for home, office supplies, employment use of a cell phone, and long-distance charges for employment purposes. Office/computer equipment and cell phone purchase cost cannot be deducted.
 - Additional deductible expenses for commissioned employees – home insurance and property taxes, lease of a cell phone or electronic devices (i.e. laptop, computer, tablet, fax machine, etc.) if it is related to earning commission income.

Calculation: A portion of actual home office expenses based on home office square footage percentage and time workspace used for work. For more information refer to form T777s for the calculation used for calculating the tax credit on the tax return. A copy of the form can be found at <https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/t777s/t777s-21e.pdf>

UNDERUSED HOUSING TAX

APPENDIX C

The Underused Housing Tax is an annual 1% tax on the ownership of vacant or underused housing in Canada that took effect on January 1, 2022. The tax usually applies to non-resident, non-Canadian owners. In some situations, however, it also applies to Canadian owners.

Who must file a return and pay the tax:

If you are an **excluded owner** of a residential property in Canada, you have **no obligations or liabilities** under the Underused Housing Tax Act.

An excluded owner includes, but is not limited to:

- An individual who is a Canadian citizen or permanent resident - unless included in the list of affected owners below.
- Any person - including an individual who is a Canadian citizen or permanent resident - that owns a residential property as a trustee of a mutual fund trust, real estate investment trust, or specified investment flow-through trust (SIFT) for Canadian income tax purposes.
- A Canadian corporation whose shares are listed on a Canadian stock exchange designated for Canadian income tax purposes.
- A registered charity for Canadian income tax purposes.
- A cooperative housing corporation for Canadian GST/HST purposes.
- An Indigenous governing body or a corporation wholly owned by an Indigenous governing body.

If you are not an excluded owner, you are referred to as an **affected owner** and you have obligations under the Underused Housing Tax Act for your residential property in Canada. An **affected owner** includes, but is not limited to:

- An individual who is not a Canadian citizen or permanent resident.
- An individual who is a Canadian citizen or permanent resident and who owns a residential property as a trustee of a trust (other than as a personal representative of a deceased individual).
- Any person - including an individual who is a Canadian citizen or permanent resident - that owns a residential property as a partner of a partnership.
- A corporation that is incorporated outside Canada.
- A Canadian corporation whose shares are not listed on a Canadian stock exchange designated for Canadian income tax purposes.
- A Canadian corporation without share capital.

If you are an affected owner, you must file an [Underused Housing Tax return](#) for each residential property that you own in Canada on December 31. You must also pay the Underused Housing Tax, unless your ownership qualifies for an exemption for the calendar year. Even if your ownership qualifies for an **exemption**, you must still file an Underused Housing Tax return for the calendar year.

Penalties for failing to file the return on time

There are significant penalties if you fail to file an [Underused Housing Tax return](#) when it is due. Affected owners who are individuals are subject to a minimum penalty of \$5,000. Affected owners that are corporations are subject to a minimum penalty of \$10,000.

Calculate what you owe

If your ownership of a residential property **does not qualify for an exemption** from the Underused Housing Tax for a calendar year, you must calculate what you owe for the calendar year.

The tax rate of the Underused Housing Tax is 1%. To calculate what you owe, multiply the value of the residential property by the 1% tax rate. Then multiply that result by your **ownership percentage** of the property.

Determine the value of the property

There are two ways to determine the value of a residential property. The general rule is to use its taxable value. If you want to use its fair market value instead, you must file an election with the Agency.

An affected owner electing to use the fair market value of a residential property to calculate Underused Housing Tax owing must get an appraisal of the property. The appraisal report must be prepared by an accredited, professional real estate appraiser operating at arm's length from the owner. The intended use of the appraisal report must be to assist in the administration of the Underused Housing Tax Act.